



# **Welcome**



## **Defense Energy Support Center**

**Direct Delivery Ground Fuels**

**Pre-Proposal Conference for**

**CUSTOMER ORGANIZED GROUP 7**

**(COG 7)**

**SOLICITATION SP0600-04-R-0094**

**May 11, 2004**

**Las Vegas, NV**



# DEFENSE ENERGY SUPPORT CENTER

Posts, Camps, and Stations (PC&S)



Defense Energy Support Center

The Ground Fuels program supports the Military Services and Federal Agencies with ground fuels (gasoline, distillates, residuals and some aviation fuel) worldwide.





# Direct Delivery Fuels



**DIRECTOR**  
**John Bartenhagen**  
**DEPUTY DIRECTOR**

**Ground Fuels Division I**  
**DESC-PE**  
**George Atwood**

**DESC-PEA**  
**Contracting Officer**  
**Dave Peterson**  
**(703) 767-9510**

**DESC-PEB (BUNKERS)**  
**Contracting Officer**  
**(703) 767-8461**

**DESC-PEC**  
**Contracting Officer**  
**Mark Jones**  
**(703) 767-9520**

**Ground Fuels Division II**  
**DESC-PL**  
**Lula Manley**

**DESC-PLB**  
**Contracting Officer**  
**Annette Brim**  
**(703) 767-9537**

**DESC-PLC**  
**Contracting Officer**  
**Kathryn Riso**  
**(703) 767-9511**

**Specialist Fuels Division**  
**DESC-PH**  
**Kathryn Fantasia**

**DESC-PHA**  
**Contracting Officer**  
**Ann Wilson**  
**(703) 767-8467**

**DESC-PHC**  
**Contracting Officer**  
**Tammy Baltzall**  
**(703) 767-8469**

**Technology Team**  
**DESC-P/TT**  
**Patty Johnson**  
**(703) 767-8485**



# TITLES & FUNCTIONS of Government Personnel



- ✓ **DESC Contracting Office has overall responsibility for this contract!**
- **CONTRACTING OFFICER:** Is the only individual authorized to modify this contract in any manner and the only individual who can commit and/or obligate the Government with exception of authority delegated to an Ordering Officer for placing orders.
- **CONTRACT SPECIALIST:** Works closely with and in support of the Contracting Officer during the solicitation and award process, and during the administration of the Contract.
- **ORDERING OFFICER:** The authority to appoint a qualified Ordering Officer under this contract has been delegated to the Head of the Activity.



# Ground Fuels Divisions I & II



Defense Energy Support Center

COG 6

CO: Tyler Parker, x9536

COG 7 & 8

Alaska, Hawaii  
& Puerto  
Rico

CO: Kathryn Riso  
x9511



COG 2

CO: David Peterson,  
x9510

COG 3

CO: David Peterson,  
x9510

COG 4

CO: Mark Jones, x9520

## Division II (PL)

Division Chief Lula Manley

COs - Tyler Parker (PLB)

& Kathryn (Betsy) Riso

## Division I (PE)

Division Chief George Atwood

COs - David Peterson (PEA / PEB),

& Mark Jones (PEC)



# DESC- PLC Staff

## Ground Fuels Division II



Kathryn R. Riso  
Contracting Officer  
(703) 767-9511  
email: Kathryn.Riso@dla.mil

Patti Burke  
Contract Specialist - Team Lead  
(703) 767-9503  
email: Patti.Burke@dla.mil

Ted Jones  
Contract Specialist - Team Lead  
(703) 767-9535  
email: Theodore.Jones@dla.mil

Ralph (Kim) Ellison  
Contract Specialist  
(703) 767-9521  
email: Ralph.Ellison@dla.mil

Marty Pratt  
Contract Specialist  
(703) 767-9525  
email: Marty.Pratt@dla.mil

Jan Bonnet  
Contract Specialist  
(703) 767-9526  
email: Jan.Bonnet@dla.mil

R. Leigh Gillette  
Contract Specialist  
(703) 767-9530  
email: Leigh.Gillette@dla.mil

Predeen Ayelawo  
Contract Specialist  
(703) 767-9512  
email: Predeen.Ayelawo@dla.mil

Valerie Andricos  
Inventory Manager  
(703) 767-9524  
email: Valerie.Andricos@dla.mil

**Office Telephone:**

**703-767-8500**

**Office Facsimile:**

**703-767-8506**

**Website:**

**<http://www.desc.dla.mil>**

**DESC DLA HQ**

**FT BELVOIR VA/DESC-PLC**

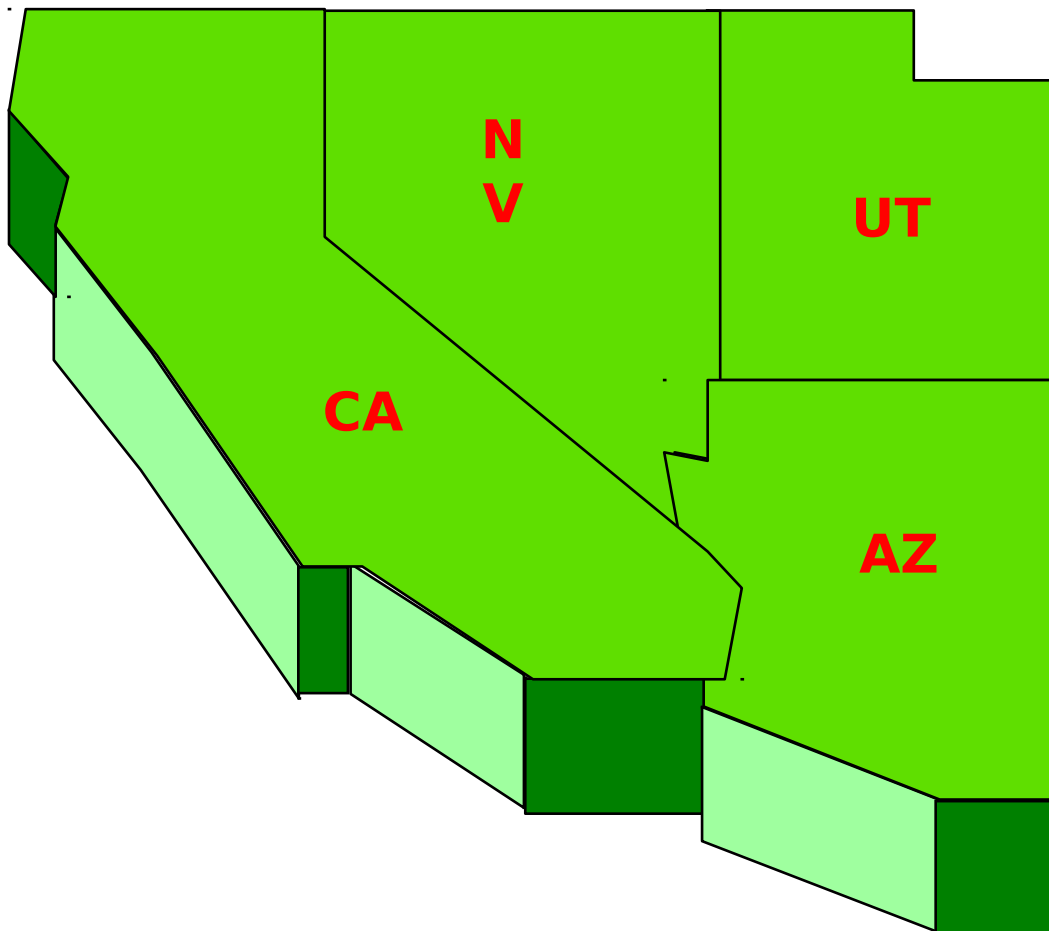
**1-800-2TOPOFF**



# COG 7 States



Defense Energy Support Center



**Current Five (5)-year combined total requirement of 195,800,500  
USG**



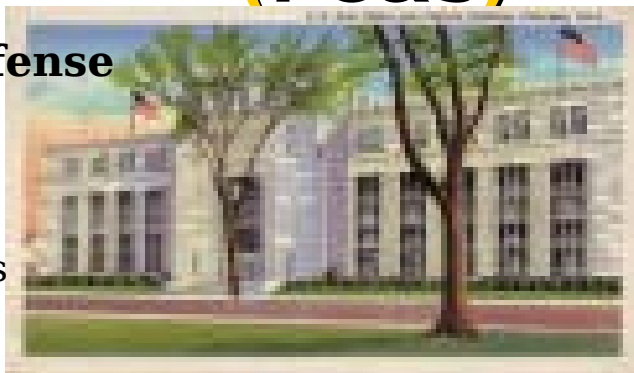
# Direct Delivery Fuels Posts, Camps & Stations (PC&S)



Defense Energy Support Center

## • Department of Defense

- \* Air Force
- \* Army
- \* Navy / Marine Corps
- \* Dept of Defense



## • Federal / Civilian Agencies:

- \* United States Postal Service
- \* Dept of Transportation (Federal Aviation Administration)
- \* Dept of Homeland Security (U.S. Coast Guard / Border Patrol)
- \* Dept of Interior (Bureau of Indian Affairs / National Park Service)
- \* Dept of Agriculture (Forest Service)
- \* Dept of Justice (Federal Correctional Institutions)
- \* Dept of Energy
- \* General Services Administration

Direct Delivery

Ground Fuels

Heating Oil,  
Kerosene,

Gasoline, Diesel,  
Jet Fuel,

E85 + Biodiesel





# The Solicitation



Defense Energy Support Center

1. The Initial Solicitation issued under a basic COG Program ordering cycle is known as the Master Solicitation.
2. Terms and Conditions of the Master Solicitation are incorporated into any resultant contract awards.
3. RFP SP0600-04-D-0094 is the Master Solicitation for the basic COG 7 five (5) year ordering cycle.
4. Contract Performance Period is 1 Sep 04 thru 31 Aug 09 unless otherwise stated. (Biodiesel Items will be 1 Sep 2004 thru 31 Aug 2005).
5. Contract Ordering Period is 1 Sep 2004 thru 31 Jul 2009 unless otherwise stated.



# The Solicitation (cont)



- ✓ Contract Delivery Period is 48 hours after date of award thru 31 Aug 2009 unless otherwise stated.
- ✓ Supplemental Solicitations will be issued occasionally throughout the COG 7 Ordering Cycle to cover new requirements and items solicited under the Master Solicitation resulting in no award.
- ✓ Terms and Conditions of the Supplemental Solicitations as well as the Master Solicitation will be incorporated into any awards resulting from the Supplemental Solicitation to cover performance period date of award thru 31 Aug 09, unless otherwise stated.



# The Solicitation (cont)



Defense Energy Support Center

## This Solicitation is a Request for Proposals (RFP) (Offer)

- RFPs normally have a negotiation period during which offers may be discussed.
  - Offered prices may be discussed up to the date established for receipt of final revised proposals.
  - Exceptions to terms and conditions may be discussed.
  - However, the Government reserves the right to award without discussion, so offeror should include its best offer in its initial proposal.
- The Request for Proposal (RFP):
    - Includes items paid by DFAS Columbus for the Army, Navy, Air Force, and Other DoD. It includes special terms and conditions for "PORTS" (Paperless Ordering & Receipt Transaction Screens)
    - Includes Fed Civilian (FEDCIV) items that are paid out of their own payment office. Any award made for a FEDCIV item will indicate the respective payment office for the given line item)



# **The Solicitation (cont)**

## **SP0600-04-R-0094**



Defense Energy Support Center

- **Five year (5yr) estimated quantity is 195,800,500 USG (includes one (1) year quantity for Biodiesel).**
- **Closing date: 26 May 04.**
- **Offers must be submitted with a completed OSP (Offeror Submission Package) by the closing date.**
- **Offer package must contain signature of company official authorized to negotiate.**





# Resulting Contracts



- **The Government plans to award a “Requirements type, firm fixed price contract with economic price adjustment.”**
- **Quantities stated in schedule are the Government’s best estimates and are not guaranteed.**
- **Government required to order from Contractor all items stated in the contract**
- **If Government urgently requires quantity of an item before earliest date specified and Contractor won’t accept accelerated date, product can be acquired from another source by DESC Contracting Officer for all DoD**

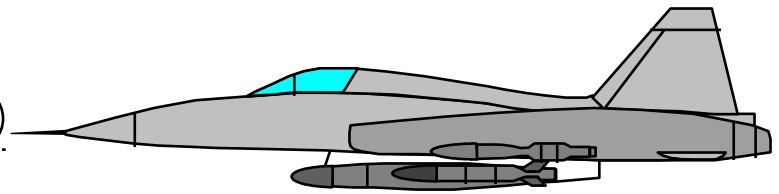
**iv Activities would be authorized Loca<sup>1</sup> Procurement Authority.**





Defense Energy Support Center

DESC  
CUSTOMER  
Requirements under  
SP0600-04-R-0094

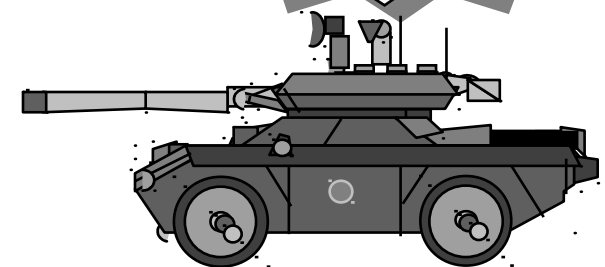
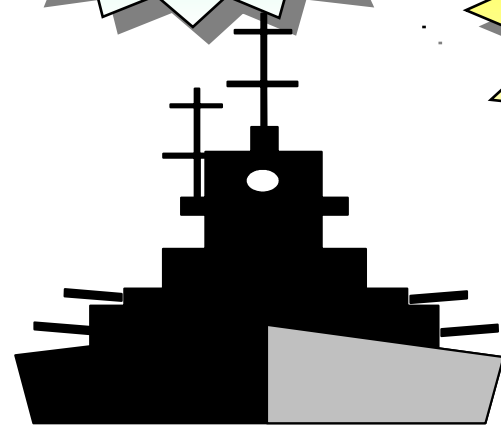


AIR FORCE  
195 LINE ITEMS  
54,475,816 USG

NAVY  
19 LINE ITEMS  
17,471,836 USG

FEDERAL CIVILIAN  
(USPS, VA, DI, DJ,  
DHLS)  
268 LINE ITEMS  
86,259,932 USG

ARMY  
120 LINE ITEMS  
41,716,363 USG





## SOLICITATION

- ➔ ITEM & DELIVERY SCHEDULE
- ▣ CLAUSES
- ▣ STATE LISTING OF ITEMS

AMENDMENTS?



Defense Energy Support Center

## OFFEROR SUBMISSION PACKAGE

- ▣ SF 1449
- ▣ Contractor Certifications
- ▣ Price Data Sheets
- ▣ Subcontracting Plan
- ▣ Base Reference Prices
- ▣ Contractor Performance Data Sheets

## REFERENCE PACKAGE

- ▣ CLAUSES I1.20-1, I1.04 AND I1.05 INCORPORATE FAR AND DFARS CLAUSES BY REFERENCE



# Solicitation Contacts

## SP0600-04-R-0042



Defense Energy Support Center

- Questions concerning the solicitation may be directed to the following:

**Ted Jones (703) 767-9535**  
**Email [TheodoreJones@dla.mil](mailto:TheodoreJones@dla.mil)**

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**Patti Burke (703) 767-9503**  
**Email [Patti.Burke@dla.mil](mailto:Patti.Burke@dla.mil)**

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**Leigh Gillette (703) 767-9530**  
**Email [Leigh.Gillette@dla.mil](mailto:Leigh.Gillette@dla.mil)**

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**Kim Ellison (703) 767-9527**  
**Email [Ralph.Ellison@dla.mil](mailto:Ralph.Ellison@dla.mil)**

\*\*\*\*\*

**Jon Bonnet (703) 767-9526**  
**Email [Jan.Bonnet@dla.mil](mailto:Jan.Bonnet@dla.mil)**

\*\*\*\*\*

**Kathryn Riso (703) 767-9511**  
**Email [Kathryn.Riso@dla.mil](mailto:Kathryn.Riso@dla.mil)**

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# Doing Business With Ground Fuels



Defense Energy Support Center

**DESC Home Page:** <http://www.desc.dla.mil>

- **Solicitations:** For solicitations, amendments pertaining to commercial grade gasoline's, distillates and residual fuels visit the Ground Fuels home page. **Check here often for Amendments to the Solicitation.**
- **Prices to Web:** Web based application that posts price change modifications to the Internet. Eliminates the need for printing and mailing of paper copies (in compliance with the Paper Reduction Act).
- **Contract Information System (CIS):** Contains information on current Ground Fuels contracts and contract delivery requirements.
- **PORTS:** (Paperless Ordering and Receipt Transaction Screens) Internet-based application designated to electronically process fuel transactions (orders, receipts, and contractor invoices) for DESC funded items-new changes to PORTS for the new ordering period will not allow individual invoicing of local fees/taxes (must be rolled up included in offer price). Federal Excise tax is still invoiced as a separate line item.



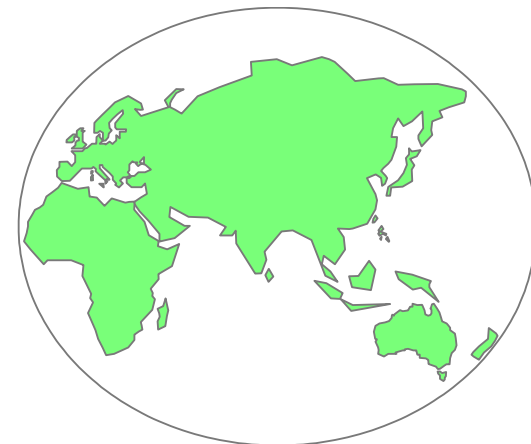


# Helpful Web Addresses



Defense Energy Support Center

- <http://www.fedbizopps.gov/>  
- Federal Business Opportunities
- <http://www.sba.gov/>  
- Small Business Administration
- <http://www.ccr.gov/>  
- Central Contractor Registration
- <http://www.arnet.gov/> - Acquisition Reform Network  
(FAR Cites and more)
- <http://www.farsite.hill.af.mil/>  
- (FAR Cites, etc.)
- <http://www.nacha.org/>  
- EFT Information

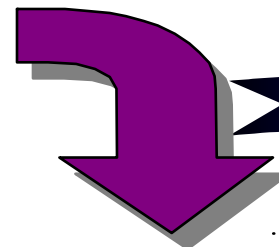




CONTACT THE DESC HOMEPAGE AT  
<http://www.desc.dla.mil>  
ELECTRONIC/NEW INITIATIVES?



Defense Energy Support Center



PRICES

CIS

POINTS  
OF  
CONTACT

NEW  
SOLICITATIONS

ADDITIONAL  
INFORMATION

PORTS



# Small Business Briefing



# Temple Ferrell



# Socio-Economic Classification



- Small Business (SB)
  - Size standards by industry
  - Independently owned and operated, not dominant in field of operation
- Small Disadvantaged Business (SDB)
  - Size standards by industry
  - At least 51% owned by one or more individuals who are both socially and economically disadvantaged or publicly owned business that has at least 51% of its stock owned by one or more socially and economically disadvantaged individuals that has its management and daily business controlled by one or more such individuals
  - SBA approved as socially and economically disadvantaged individuals



# Socio-Economic Classification (cont)



- Women owned Small Business (WOSB)
  - Small business at least 51% owned by one or more women or, in case of publicly owned business, at least 51% of stock owned by one or more women
- 8(a) Business Development Program
  - SDB
  - Restricted to 9 year program
- HUBZone Small Business Concern (HUBZone SBC)
  - Small business owned and controlled by person(s) who is/are U.S. citizens and has its principal office in a HUBZone
- Veteran and Service Disabled Veteran-Owned Small Businesses



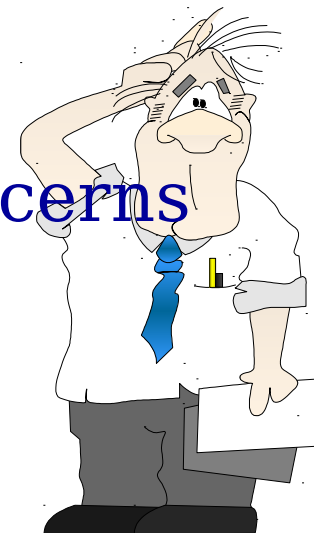
# Set-Asides



Defense Energy Support Center

- Order of precedence (*unofficial*)
  - HUBZone with 8(a) status or 8(a) concerns
  - HUBZone Set-Aside
  - HUBZone Sole Source
  - Total Small Business Set-Aside
  - Partial Small Business Set-Aside
  - Unrestricted Full & Open Competition with price evaluation adjustment (PEA) for SDB concerns and Price Evaluation Preference (PEP) for HUBZone concerns

(Equal  
Parity)





# Provisions Of General Applicability



Defense Energy Support Center

- **HUBZONE ACT OF 1997** Amended Section 8(d) subcontracting program to include qualified HUBZone SBCs in formal subcontracting plans (Section 125.3 of title)
- **PURPOSE** : To provide Federal contracting assistance for qualified Small Business Concerns (SBCs) located in distressed communities in an effort to increase employment opportunities, investment and economic development in these communities.
- Provides set-asides for firms meeting definitions of HUBZone small business concern (SBC), sole source awards to HUBZone SBCs and price evaluation preferences for HUBZone SBC's in acquisitions using full and open competition
- Establishes Governmentwide goal for HUBZone awards



## Set-Aside Procedures (FAR19. 5)



Defense Energy Support Center

- Contracting Officers shall set-aside acquisitions exceeding the simplified acquisition threshold for competition restricted to small business concerns
  - Reasonable expectation that
    - ② offers from 2 or more SB concerns
    - ② Award at fair and reasonable price
- At CO's discretion- may set-aside acquisitions exceeding micro-purchase threshold, but not exceeding simplified threshold
- If only one acceptable offer received, CO should make award. If no acceptable offer is received, requirement is re-solicited.
- FAR 19.202 applies ( appeal procedures)



# Subcontracting Plans



Defense Energy Support Center

**FAR cites 11 elements subcontracting plan must include (FAR 19.704):**

- 1. Separate % goals for SB, VOSB, S-D VOSB, HuBZones, SDB, and WOSB**
- 2. Total dollars to be subcontracted and total dollars to be subcontracted to SB, VOSB, S-D VOSB, HuBZones, SDB and WOSB**
- 3. Description of principal types of supplies and services to be subcontracted**
- 4. Description of method used to develop goals**
- 5. Description of method used to identify potential sources**
- 6. Statement whether or not indirect costs included in goals and method used to determine proportionate share**



## Subcontracting Plans (cont)



Defense Energy Support Center

7. Name of company POC who will administer subcontracting program
8. Description of efforts to ensure small business concerns have equitable opportunity to compete for subcontracts
9. Assurances offerer will include SB subcontracting clause in all subcontracts that offer further subcontracting opportunities
10. Assurances offerer will:
  - a. Cooperate in any studies or surveys as may be required
  - b. Submit periodic reports regarding compliance with subcontracting plan
  - c. Submit SF 294 or 295, as applicable
  - d. Ensure subcontractors agree to submit SF 294 or 295, as applicable



# Subcontracting Plans (cont)



Defense Energy Support Center

## *General Stuff*

- Subcontracting possibilities exist for both direct and indirect costs
- When sole source refuses to submit acceptable subcontracting plan
  - when subcontracting opportunities exist,
- Contracting Officer
  - escalate matter to CSPO and, if required DESC-DU and DLA-DB
- If subcontracting plan not required at award



# Subcontracting Plans (cont)



If offeror indicates that there are no subcontracting possibilities,  
DESC-DU will be contacted for verification of this info and a copy of  
determination of no subcontracting possibilities will be forwarded to  
DESC-DU (approved one level above CO iaw DLAI 9100.1)

Two types of subcontracting plans:

- Individual plan



# Subcontracting Plans (cont)



Defense Energy Support Center

## *Individual Plan*

- Subcontracting plan that covers entire contract period (including option periods)
- Applies to specific contract
- Has goals in support of the specific contract
- Separate statements for basic contract and each option
- Narrative format or DESC Form 19.3 can be used
- Goals should be reviewed/discussed with DESC-DU whenever contract mods impact \$ value of contract



# Subcontracting Plans (cont)



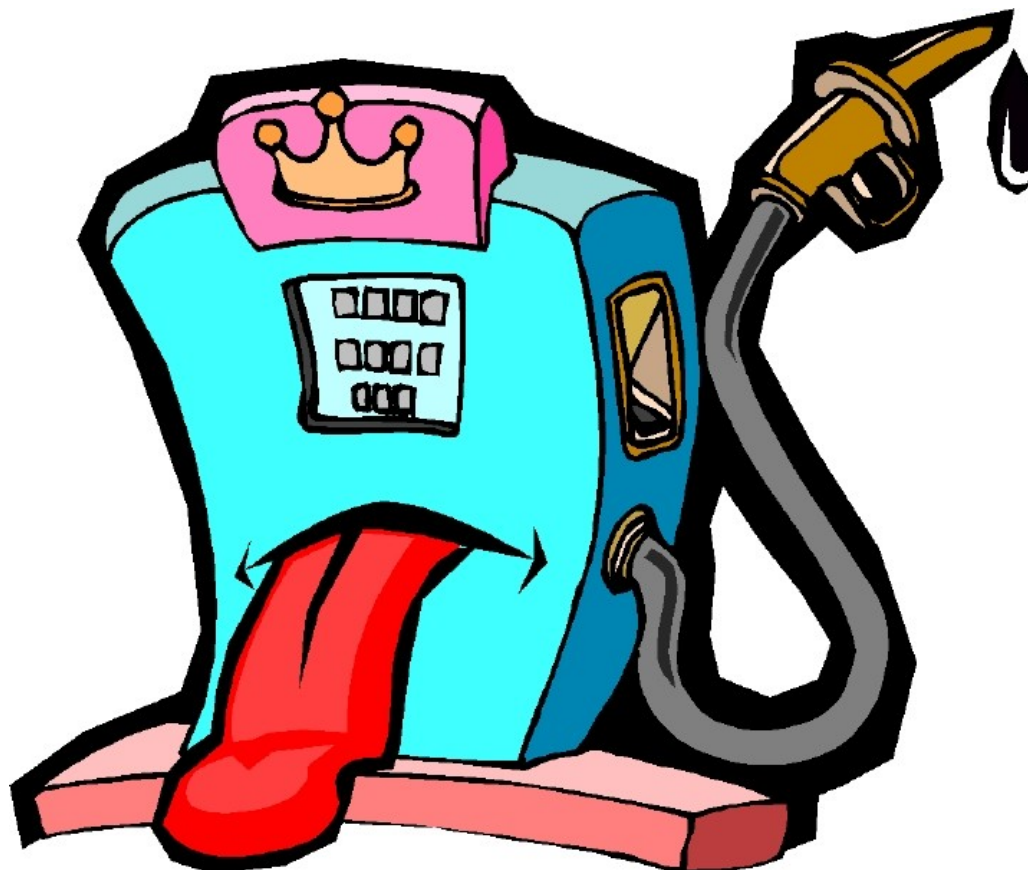
Defense Energy Support Center

## *Commercial Plan*

- Covers offeror's fiscal year
- Applicable to entire production of commercial items sold by either  
entire company or portion thereof (e.g. division or plant),  
government and commercial work included
- Narrative format or DESC Form 19.3 can be used



# Questions?





# Solicitation Prerequisites



# Patti Burke

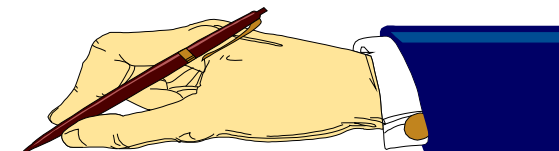


## Central Contractor Registration (CCR)



**IBR**

- ✓ **Clause I1.07 - REQUIRED CENTRAL CONTRACTOR REGISTRATION**
- ✓ **A prospective awardee MUST be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation.**
- ✓ **Lack of registration in the CCR database will make an offeror ineligible for award (NON-RESPONSIVE OFFEROR).**
- ✓ **Information on registration and annual certification requirements is available by calling (888) 227-2423, (269) 961-5757 or via the Internet at [www.ccr.gov](http://www.ccr.gov) .**





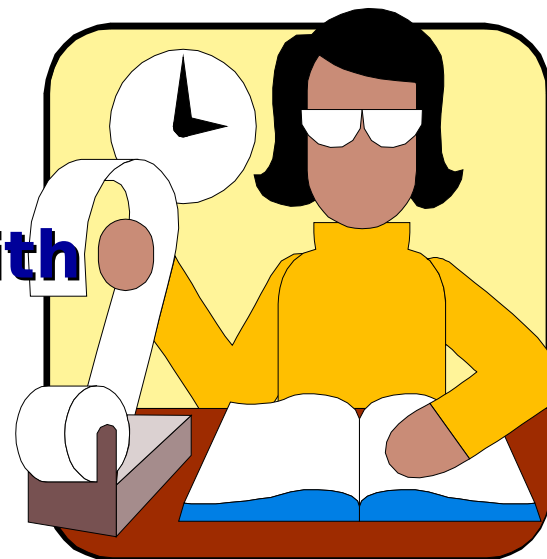
# Data Numerical Numbering System (DUNS)



Defense Energy Support Center

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- ✓ **Clause L2.05-5 (INSTRUCTIONS TO OFFERORS COMMERCIAL ITEMS) applies.**
- ✓ **Insert in Block 17a of the SF 1449 (along with your COMPLETE address).**
- ✓ **If you don't know your number, call (866) 705-5711 ([www.customerservice@dnb.com](mailto:www.customerservice@dnb.com)).**





# Offer Preparation Tips



Defense Energy Support Center

- ☐ **Keep an itemized breakdown of costs for each item you offer on.**
- ☐ **Common Errors**
  - ✓ **Wrong Base Reference Price/Date**
  - ✓ **Forgot Freight / Wrong Delivery Method**
  - ✓ **Non-Oxygenated Base Reference**
  - ✓ **Offer on Gasohol Instead of Gasoline**
  - ✓ **Missing or Misplaced Decimal in Price**
  - ✓ **Miscalculations / Math Errors**
  - ✓ **Unclear Item Numbers**
  - ✓ **Transposed Item Numbers**
  - ✓ **Failure to Acknowledge Amendments**
- ☐ **Notify DESC Contracting Officer of any change in name or sale of business assets that change the firm responsible for performance of contract.**





# Escalation & BRP



**Patti  
Burke**

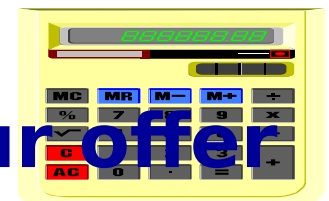


# Offer Price Considerations



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- ✓ **Base reference prices come from commercial publications - Clause B19.19.100 (ECONOMIC PRICE ADJUSTMENT) - COG 7 = ALL OPIS**
- ✓ **Base Reference Date: 29 March 2004**
- ✓ **Be sure to include any state taxes/local fees, & surcharges in your offer price**
- ✓ **Do not include the FET in your offer price**





# Offer Price Considerations (Cont)



Defense Energy Support Center

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- ❖ **Prices are adjusted daily cent for cent upward or downward as the reference prices rise or fall during the contract period. See Clause B19.19.100.**
- ❖ **Offer prices must be submitted as a per gallon price. Unit prices shall not exceed six digits to the right of the decimal (e.g., \$1.030450). Price consisting of more than six digits to the right of the decimal will be truncated to six digits to the right of the decimal for award purposes.**
- ❖ **Be sure to include the following in your offer price:**
  - **Product Cost,**
  - **Transportation costs,**
  - **Profit,**
  - **Applicable State and Local Taxes, and**
  - **Any other applicable costs.**
- ❖ **Base Reference Prices are a guide to market product ( not establishing this price as the price to be used as y \_\_\_\_\_ st.**





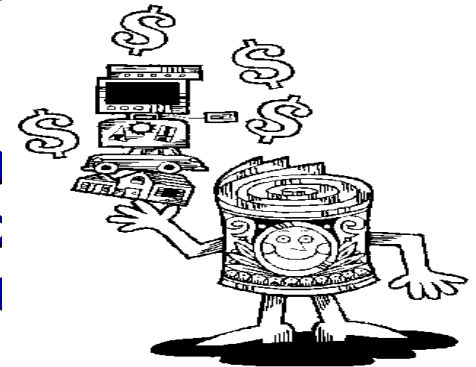
# B19.19.100 Escalation Clause



Defense Energy Support Center

Page 149

- Establishes escalation procedures under the solicitation & any subsequent contract awards.
- Identifies relative market areas, b reference price, c applicable escalator reference OPIS).
- Price adjustment for awards made under this solicitation will be based on a daily price escalation procedure utilizing the average price of the identified escalator.
- The invoice price will be the price effective on the date on which the delivery is made.





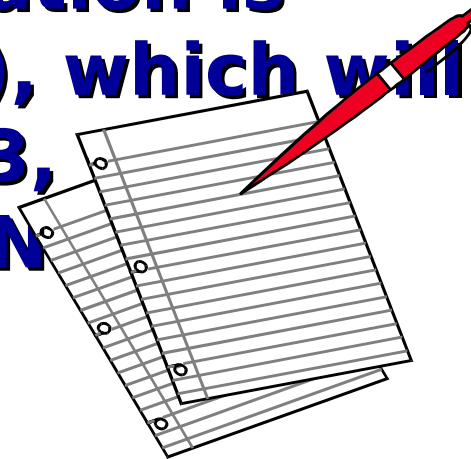
# **B19.19.100 (Cont) Escalation Clause**



Defense Energy Support Center

- **The exception to price escalation is E85 (Fuel Ethanol), which will escalate per B19.27-3, ECONOMIC PRICE ADJUSTMENT MARKET PRICE.**

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- **B19.27-3 requires awardee to provide suppliers/contractors posted price when adjusting price (unless negotiated differently prior to award.**



# Sample Escalation



Defense Energy Support Center

- **Prices issued to the web daily at:**  
**<http://www.desc.dla.mil>**

- Click "Doing Business"
- Product Pricing and Adjustments
- Product Price Adjustments Contractors



- **Sample (OPIS Phoenix)**

- ✓ **Base Reference (B19.19) (March 29, 2004)** **\$1.3517**
- ✓ **+ differential (trans cost/profit, etc.)** **.20**
- ✓ **Award Price** **\$1.5517**

- ✓ **Base Reference Price (May 03, 2004)** **\$1.4800**
- ✓ **+ differential** **.20**
- ✓ **Current Unit Price** **\$1.6800**  
**(Effective the delivery date of May 03, 2004)**



INSPECTION  
FEES

How do I handle  
Federal, State  
and local taxes?



OIL SPILL  
TAXES

ENVIRONMENTAL  
FEES

**GENERAL RULE:**  
*Reference Clause I28.02-2*  
**(FEDERAL, STATE, AND LOCAL TAXES)**

**OBTAIN TAX INFORMATION AT:**

**[http://www.desc.dla.mil/DCM/DCMPage.asp?](http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCGCounsel)  
**LinkID=DESCGCounsel****



# **Federal, State, and Local Taxes - I28.01**



Page 195

- **The contract price shall be increased by the amount of any after-imposed tax applicable under I28.01, if the contractor states in writing that the price does not include any contingency for such tax.**
- **The contract price shall be decreased by the amount of any after-relieved tax. This includes a price decrease for State Environmental and Oil Spill taxes and Inspection Fees - if there is a drawback.**



# Federal, State and Local Taxes

## I28.02-2



Defense Energy Support Center

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- **Dyed Diesel fuel is sold tax exempt and should not be charged FET.**
- **All other FET should be billed as a separate line item.**
- **All State Environmental & Spill Taxes & Inspection Fees INCLUDED in contract price.**
- **See DESC Tax Guide (Doing business Window) DESC web Home-Page.**





# Tax Exemption Certificates I28.03-2



Defense Energy Support Center

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- ▶ **Contractor will forward the activity a request for Tax Exemption Certificate for the fuels the activity is exempt from**



▶ **Contracting officer is completing reviewing it**

▶ **Do sign**

**Contracting**

**Tax Exemption**



# STATE AND LOCAL TAXES APPLICABLE TO PRICE



## ARIZONA

- **DIESEL & Biodiesel FUEL -- \$.26 include in price except dyed fuel - dyed fuel is sold tax exempt.**
- **GASOLINE /GASOHOL / E85 -- \$.18 gal.**
- **HEATING FUEL - Transactional Privilege Tax - check website for delivery location and % that applies.**



# STATE AND LOCAL TAXES APPLICABLE TO PRICE



## CALIFORNIA

- **GASOLINE -- \$.18 gallon Motor Fuel Tax.**
- **GASOHOL / E85 -- \$.09 gallon.**
- **AVGAS & DIESEL TAX \$.271 - GOVT EXEMPT Do Not Include in Offer Price.**  
**ARMY & AIR NATIONAL GUARD ITEMS NOT EXEMPT - Include in Offer Price.**
- **Oil Spill Prevention Fee -- \$.001191**  
**Include if product received at Marine Terminal**



# STATE AND LOCAL TAXES APPLICABLE TO PRICE



Defense Energy Support Center

## NEVADA

- **Petroleum Clean-up Fee -- \$.0075 - Suspended after JUN 30, 2004 - do not include in offer price.**
- **Gasoline / Gasohol - Inspection Fee \$.00055 - include in offer.**
- **NORA Fee on #1 & #2 Dyed Diesel - \$.002 gal. DoD and National Guard Exempt. Federal Civilian items - include in offer price.**



# STATE AND LOCAL TAXES APPLICABLE TO PRICE



## NEVADA Continued

- **Gasoline / Gasohol / E85 - DoD Exempt for official use. FEDERAL CIVILIAN ACTIVITIES NOT EXEMPT - Include in offer price \$.23 + \$.01 County + Option see Tax guide on DESC Home Page @ <http://www.desc.dla.mil/DCM/DCMPage.asp?LinkId=DESCGCounsel>**



# STATE AND LOCAL TAXES APPLICABLE TO PRICE



## UTAH

- **Gasoline / Gasohol / E85 \$.245 EXEMPT over 750 gallons. Government does not anticipate ordering less than 750 gallons - do not include in offer price.**
- **Diesel Fuel & Biodiesel \$.245 - EXEMPT**
- **Environmental Assurance Fee -- \$.005 gal Include in price -- U. S. Government EXEMPT but will pay and go for refund.**



# Payment Terms



Defense Energy Support Center

Pages  
186,

## ✓ Invoicing procedures

- ★ **Clauses G150.06 (SUBMISSION OF INVOICES FOR PAYMENT) and G150.03-1 (ELECTRONIC SUBMISSION OF INVOICES FOR PAYMENT(PORTS INTERNET APPLICATION))**

184 +  
IBR

## ✓ Payment Procedures

- **DFAS Columbus pays all Military and DoD items**
- **Federal Civilian**
  - **Different payment offices**
  - **Cited on award sheet and delivery order**
- **All activities finance additional delivery charges (i.e. demurrage/detention)**



## ✓ Electronic Funds Transfer

- **Mandatory - Clause G9.09**
- **Receiving Bank must be located in US and a member of the Automated Clearing House (ACH).**
- **Refer to the information in Clause G9.11 to ensure EFT is forwarded for each applicable payment**



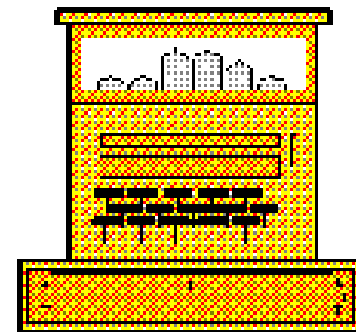
# Payment By Credit Card G160



## FEDERAL CIVILIAN ACTIVITY ITEMS ONLY

Page 190

- **Only those items that specify “payment by credit card” will be paid using a government credit card.**
- **Government may make payment only after receipt of a properly submitted invoice and verification of quantity and price (as determined on DESC’s prices to web system).**
- **If the Government is unable to make payment by credit card, the contractor shall accept payment by check, or other mutually agreeable payment method.**





# Contract Clauses



**Ted Jones**  
**AND**  
**Kathryn Riso**



# **Clauses and Provisions Incorporated By Reference I1.20-1**



**Page 191**

- a) This clause incorporates contract clauses and solicitation provisions by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.**
- (b) The full text of any FAR, DFARS, or DLAD solicitation clause or provision may be accessed electronically at these addresses:**

**FAR/DFARS: <http://farsite.hill.af.mil>**

**DLAD: <http://www.dla.mil/j-3/j-336>**



# **Delivery Order Limitations 186.03**



Defense Energy Support Center

- **The contractor shall not be obligated to honor any order less than the minimum order specified in the DELIVERY CONDITIONS FOR TRANSPORT TRUCKS AND TRAILERS, AND TANK WAGONS clause.**
- **The contractor shall not be obligated to honor any order in excess of which ever of the following:**
  - 1. If estimated contract quantity is 100K or less, contractor is not required to deliver a quantity in excess of requirement or all items/orders.**



# **Delivery Order Limitations 186.03 (cont)**



Defense Energy Support Center

Page 197

**2. If total estimated contract quantity is between 100-500k, contractor shall not be required to deliver in excess of 50% of the total estimated contract quantity of the items/orders, or 100k, which ever is greater, or,**

**3. If the total estimated contract quantity is >500k, the contractor shall not be required to deliver a quantity in excess of 35% of the total estimated contract quantity of the items/orders, or 250k, which ever is greater.**



# Annotation of Shipping Documents - F1.09-1



Defense Energy Support Center

Page 180

RICE OIL COMPANY  
334 CHAPMAN STREET  
GREENFIELD, MA 01301  
PHONE # 773-3693 / 625-6470

**RICE**

THIS IS YOUR INVOICE  
No other bill will be sent.

ACCOUNT #	TICKET #	TANK	PROD.	PRODUCT DESCRIPTION
101010	2750	1	5	#2

MR. & MRS. CUSTOMER 775-5555  
YOUR STREET  
YOUR TOWN, STATE & ZIP

Price  
P:66.9 D:0

Deliver to address  
YOUR STREET  
YOUR TOWN, STATE & ZIP

LAST: 12/31/99 GALS: 177  
S:414 8/77 9000 16-Mar-99 08:34 AM  
DYED DIESEL FUEL, NON-TAXABLE USE ONLY  
PENALTY FOR TAXABLE USE  
\*\*THIS IS YOUR ONLY INVOICE\*\*

TIME OF DEL. % FULL  
AM PM  
DRY TRUCK GALLONS  
DATE E.O.L.  
12/31/99  
POSTED AMOUNT  
IF PAID BY DEDUCT  
REC'D PAYMENT  
CUSTOMER SIGNATURE  
FUEL OIL #

✍ **Trucks with temperature compensating meters-**

- **API gravity**
- **Net quantity**
- **Statement of meter used**

✍ **Trucks w/o meters, loading rack metered ticket -**

- **Gross and Net Gals**
- **Observed and corrected API gravity**
- **Temp. product measured at**

✍ **Trucks without temperature compensating meters-**

- **API gravity**
- **Gross quantity**
- **Statement "Volume correction not req'd"**



# Determination of Quantity F1.09-2



Page 182

- **If Meter required, metered ticket determines quantity**
  - **W/o Meter, Government may use**
    - a) **Weight, using calibrated scales**
    - b) **Calibrated meter on receiving system.**
  - **Or Contractor provides equipment for both parties to determine quantity by:**
    - a) **Calibrated meter on delivery system**
    - b) **Gauging delivery conveyance**
    - c) **Certified tank calibration markers (Entire load, no army deliveries**
    - d) **Net quantity by calibrated loading rack meter**
- or**
- calibrated scales**





# Variation in Quantity F105



**IBR**



**A variation of 10%  
over or below the  
ordered quantity  
is allowed**

**NOTE: Variation must be caused by  
conditions of loading, shipping, packing, or  
manufacturing process**

**Applies to each delivery order**



# Material Safety Data Sheets I190.06



Defense Energy Support Center

Page 200

**The Contractor agrees to submit to the Contracting Officer, upon request, a Material Safety Data Sheet (MSDS) that meets the requirements of 29 CFR 1910.1200(g) and the latest revision of Federal Standard No. 313 for all requested items. MSDSs must cite contract number, the CAGE code of the item, and, where so identified, the National Stock Number.**





# **Delivery Conditions for Tank Trucks, Truck & Trailers, and Tank Wagons - F1.01-1**



Defense Energy Support Center

Page 180

❖ **Contractor not required to deliver by Tank Truck / Truck & Trailer less than a full load nor into more than one tank unless multiple drop is required in the delivery narrative or if restricted by tank capacity.**

❖ **All deliveries shall be made on the date specified in the order if order was received at least 48 hours prior to delivery.**

❖ **Contractor shall not be required to deliver by tank wagon less than 150 gallons but may deliver into more than one tank. The 150 gallons only applies to activities with a couple of small tanks or 250 Gallon capacity or less.**





# Delivery Conditions for Tank Trucks, Truck & Trailers, and Tank Wagons - F1.01-1 (Cont)



Defense Energy Support Center

Page 180

- Tank Wagon (TW) must be equipped with a pump, meter and 100 feet of hose.
- Tank Truck (TT) / Truck & Trailer must be equipped with a minimum of 15 feet of hose.
- However, additional hose may be required and stated in the delivery narrative.
- ❖ Contractor response maintained equipment delivery personnel facilities.



ing properly  
d  
e delivery can  
out damage to



# Free Time and Detention Rates - F3



Page 7 -  
OPS

**Government is allowed 1 hour free time under this clause.**

**Detention costs are the sole responsibility of the activity incurring them.**

+

\$

- Any Invoices for detention will be forwarded directly to the activity.
- Detention charges do not apply to Tank Wagons or multiple drop Tank Trucks or Tank Trailers.



# Notification of Transportation Company To Be Utilized L117

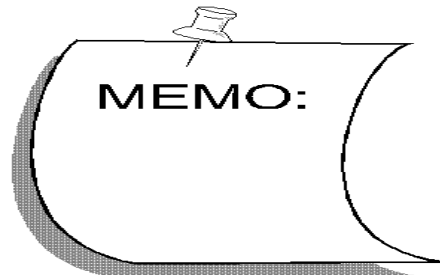


Defense Energy Support Center

Page 22 -  
OSP

## NOTIFICATION OF TRANSPORTATION COMPANY TO BE UTILIZED IN THE DELIVERY OF PRODUCT

- Offeror must certify if it will be subcontracting with a transportation company for deliveries under any resultant contract.
- Offeror agrees to utilize transportation companies that have not been debarred or suspended, or otherwise ineligible for receipt of a Government contract.
- Should there be a change in a transportation company, or performance contract



ent  
notify the  
r of such change.

for



# **Automatic Fill-up Provisions F20**



**Page 183**

- ⑧ If the delivery narrative for any item specifies “Automatic Fill-up,” the contractor shall establish and maintain a delivery schedule which will assure that the fuel level in the tank is never less than 30 percent of the tank capacity.**
- ⑧ A metered delivery ticket is required for each individual tank receiving a delivery.**



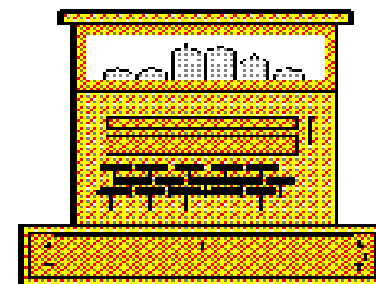
# Nonconforming Supplies and Services - E35



Defense Energy Support Center

Page 178

- ❖ **The Government may at its discretion accept non-conforming supplies. The Contractor must obtain a waiver prior to acceptance.**
- ❖ **Requests for Waivers:**
  1. Shall be submitted to the (CO) Contracting Officer and shall include “Nature of Request” and “Corrective Action and Equitable Price Adjustment Offered.”
  2. If granted, contract will be modified.
  3. Minimum consideration is \$250, administrative fee, plus costs of tests etc.
- ❖ **Notified of Non-Conforming Supplies after Acceptance. Administrative Fee of \$250.00 +**
  1. Consideration equal to extent of non-conformity
  2. Cost of Government inspection and/or tests





# Protection of Government Property and Spill Prevention I186



Page 199

- Contractor shall take all measures as required by law to prevent oil spills including:
  - to
  - leaking,
  - pumping, etc. to avoid
  - damaging or cor
  - of exis
  - equ
  - or
  - the
  - Government Installations.





# **Protection of Government Property and Spill Prevention I186 (cont)**



Defense Energy Support Center

**Page 199**

- 1. In the event a Contractor spills any oil, he shall be responsible for the containment, clean-up, and disposal of the oil spilled.**
- 2. The Contractor shall be responsible for the replacement or repair of the damaged items at no expense to the Government and to the satisfaction of the Government.**
- 3. Should the Contractor fail or refuse to make immediate repairs or replacement, the Government may have the repairs or replacement accomplished and the Contractor shall be liable for the cost.**



## Small Disadvantage Business (SDB) Certification – I174.06



Page 197

### **Manufacturing and Filling Points Applicable to SDB Evaluation Adjustment**

- ✓ **Only Federal Civilian items (except USPS items) are eligible for SDB Evaluation Adjustment.**
- ✓ **DOD has been exempt since February 1999 and the exemption is reviewed on an annual basis for continuation.**
- ✓ **To be eligible for the SDB price evaluation adjustment the SDB offeror must be certified by the Small Business Administration or other Private Certifier by the time of offer submission.**



## Small Disadvantage Business (SDB) Certification – I174.06



Defense Energy Support Center

Page 197

- ✓ **SDB must agree to provide only product manufactured/refined by a small business manufacturer/refiner.**
- ✓ **Commitment letter with offer is required.**
- ✓ **During the term of a contract, if a committed small business supplier can no longer provide the product, the Contractor must notify the Contracting Officer who must approve any new small business supplier before deliveries commence with the new supplier.**





# Contract Terms & Conditions - I1.03-3 and I1.03-8



Page 145

## ❖ **Clauses I1.03-3 and I1.03-8**

- \* Inspection / Acceptance
- \* Assignment
- \* Changes
- \* Excusable Delays
- \* Termination for Convenience
- \* Termination for Cause
- \* Order of Precedence



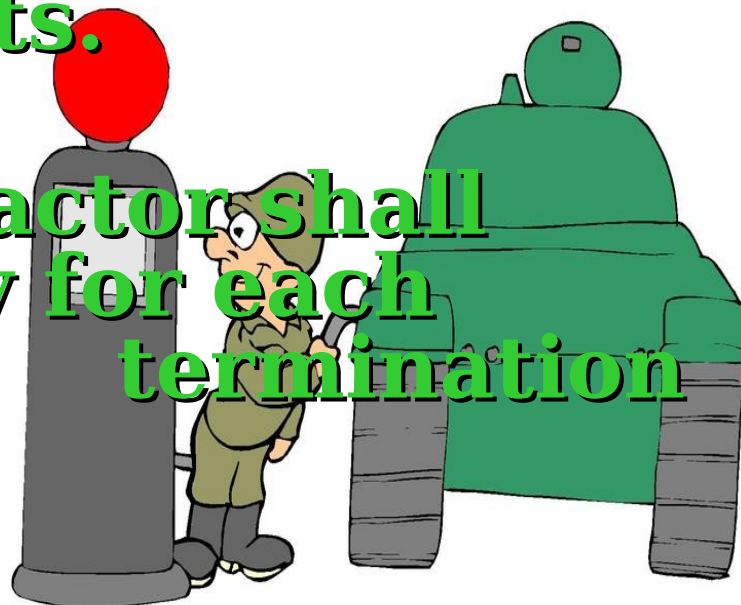


# Administrative Cost of Termination - I11.01-2



Page 195

- ❖ If Contract is terminated for cause, in whole or in part, The Government will incur administrative costs.
- ❖ Minimum amount the Contractor shall pay for each termination is \$500.00





# Delivery Narratives Overview



# Ted Jones

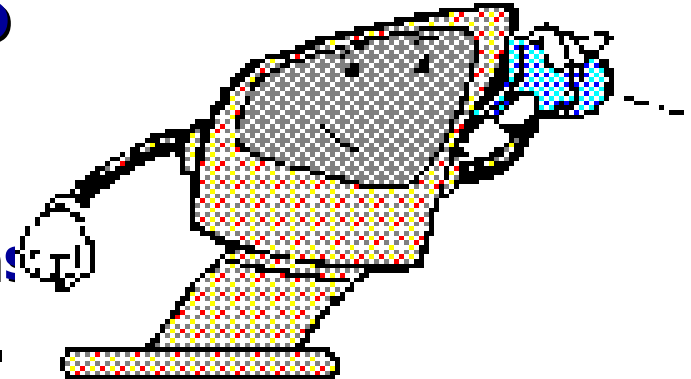


# Delivery Narrative



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- **The Delivery Narrative takes precedent over other parts of the contract.**
- **Includes Information Co**
  - ✓ **Tank Size**
  - ✓ **Number of Tanks**
  - ✓ **Delivery Time Restrictions**
  - ✓ **Contact Instructions, etc.**
- **NOTES: Special requirements concerning delivery to this location.**





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## GASOHOL / GASOLINE REQUIREMENTS

GASOHOL  
VS  
GASOLINE

Only 1 product will be awarded

Offerors/ may submit an offer on either one or both products

The product specification requirements are listed in Clause C16.69 (*refer to Offeror Submission Package*)

Evaluation will be done in accordance with Clause M63.01 (*refer to Solicitation*)

What's the  
specification for  
gasohol?

Will I have to  
deliver both  
gasohol and  
gasoline?

Should I just  
offer on  
gasoline?



**Quality**



**Patricia Wilkins**



# DESC Product & Quality Requirements

**Presented by**

**Patricia Wilkins**

**[www.desc.dla.mil](http://www.desc.dla.mil)**

**COG 7 PRE-BID CONFERENCE - 11 May 04**



# Agenda



- Introduction
- Technical & Inspection Requirements
  - “C” Clauses (Specifications)
  - “E” Clauses (Inspection)
- DESC Expectations



# Hierarchy of Requirements



- Law
- Line Item Requirement (Schedule)
- Contract Clause
- Specification



# Gasoline



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**Page  
160**

- **Clause: C16.69 (a)**
  - MUR (9130-00-148-7103) AKI 87 minimum
  - MUM (9130-01-272-0983) AKI 89 minimum
  - MUP (9130-00-148-7104) AKI 91 minimum
- **Specification: ASTM D 4814 (Tables 4-12)**
- **Geographic Environmental Restrictions:**
  - Vapor Pressure (Federal/State)
  - Oxygenate Additives



# Oxygenated Gasoline



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**Pages 160  
+ 165**

- Purpose: To reduce carbon monoxide emissions
- Clauses: C16.69 (a) & C16.69-7
- Specification: ASTM D 4814
- Locations:
  - Arizona - Area B (Arizona Revised Statutes 49-541)
    - Part of Pima county
    - Statutes -[www.azleg.state.az.us](http://www.azleg.state.az.us)
    - Map - [www.weights.az.gov/forms/AreaB\\_Map.pdf](http://www.weights.az.gov/forms/AreaB_Map.pdf)
  - Nevada - Washoe county and Clark county (part)
  - Utah - Utah county



# Gasohol



**Page  
160**

- **Clause: C16.69 (b)**
  - GUR (9130-01-090-1093) AKI 87 minimum
  - GUM (9130-01-355-2393) AKI 89 minimum
  - GUP (9130-01-090-1094) AKI 91 minimum
- **Specification: Commercial Item Description (CID) A-A-52530**
  - 90% Unleaded gasoline (ASTM D 4814)
  - 10% Ethanol



# Reformulated Gasoline



Defense Energy Support Center

**Pages 160 +  
165**

- **Purpose: To reduce air toxins and volatile compound emissions (VOCs)**
- **Clauses: C16.69 (c) & C16.69-7**
- **Specification: ASTM D 4814 + 40 CFR Part 80**
  - 2.0% minimum oxygen content
  - 1.3% maximum benzene content
  - No heavy metals
  - Phase II Reformulated Gasoline required



# Reformulated Gasoline (Cont'd)



- **Locations**
  - California – [www.arb.ca.gov/fuels/gasoline/fedrfg/fedrfg.htm](http://www.arb.ca.gov/fuels/gasoline/fedrfg/fedrfg.htm)
  - Arizona – Area A (Arizona Revised Statutes 49-541)
    - Parts of Maricopa, Pinal and Yavapai counties
    - Statutes - [www.azleg.state.az.us](http://www.azleg.state.az.us)
    - Map – [www.weights.az.gov/forms/AreaA\\_Map.pdf](http://www.weights.az.gov/forms/AreaA_Map.pdf)



# Reformulated Gasoline (Cont'd)



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## CALIFORNIA

- Vapor Pressure
- Total Sulfur Content
- Aromatic content
- Benzene content
- Olefin content
- Distillation @50%  
@90%

## ARIZONA

- Sulfur
- Aromatic content
- Olefin content
- Vapor Pressure

**Cleaner Burning  
Gasoline Program -  
(CBG)**



# Applicable to All Diesel Grades



Page 160

- Clause: C16.69 (d)(1)
- Standard Low Temperature Performance Rqmt – “The CLOUD POINT shall be equal to or lower than the 10<sup>th</sup> percentile minimum temperature specified in Appendix X4 to ASTM D 975”
- Line-Item Specific Low Temperature Performance Rqmts - Low temperature performance rqmts explicitly stated in the line item narrative/contract supersede the default rqmt above



# Applicable to All Diesel Grades (Cont'd)



- Offeror Responsibilities
  - If you/your supplier(s) only measure cold filter plug point (CFPP) instead of cloud point you **MUST** identify the seasonal maximum CFPP limits that you intend to meet in lieu of cloud point rqmts and the line items to which you intend for this latitude to apply. Failure to do so will result in award of a contract that contains low temperature performance rqmts stated in terms of cloud point.
  - If a diesel grade is produced by mixing two components, **PRODUCT SHALL BE MIXED BEFORE IT IS LOADED** into transport equipment



# Commercial Specification Diesel



**Page 160**

## LOW SULFUR GRADES

- **Clause: C16.69 (d)(3)**
  - **LS2 (9140-01-398-0697) (81 line items)**
  - **LS1 (9140-01-398-1130) (4 line items)**
  - **LSS (9140-01-413-4919) (20 line items)**
  - **LSW (9140-01-413-7494) (1 line item)**
- **Specification: ASTM D 975**



# Commercial Specification Diesel (Cont'd)



- Note that per ASTM Specification D 975, *"Fuel shall be visually free of undissolved water, sediment and suspended matter"*



# Commercial Specification Diesel (Cont'd)



**Page 160**

## HIGH SULFUR GRADES

- **Clause: C16.69 (d)(3)**
  - **HS2 (9140-01-398-1395) (12 line items)**
  - **HS1 (9140-01-398-1422) (7 line items)**
- **Specification: ASTM D 975**



# State Clean Diesel Initiatives



## CALIFORNIA DIESEL

- Sulfur Content: 0.05 wt% max
- Aromatic Content
  - 10% max from large refiner
  - 20% max from small refiner
- State-wide mandate



# Federal Specification Diesel



Page 160

## LOW SULFUR GRADES

- **Clause: C16.69 (d)(2)**
  - DL1 (9140-00-000-0185) Undyed
  - DL2 (9140-00-000-0184) Undyed
  - DLS (9140-01-413-7511) Dyed red
  - DLW (9140-01-412-1311) Dyed red
- **Specification: Commercial Item Description (CID) A-A-52557**
  - ASTM D 975 + particulate (solids) limit



# Federal Specification Diesel (Cont'd)



Page 160

## HIGH SULFUR GRADE

- Clause: C16.69 (d)(2)
  - DF2 (9140-00-286-5294) Dyed red
  - DF1 (9140-00-286-5286) Dyed red
- Specification: Commercial Item Description (CID) A-A-52557
  - ASTM D 975 + particulate (solids) limit



# Burner Fuel Oil



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**Page 160**

- **Clause: C16.69 (e)**
  - **FS2 (9140-00-247-4365)**
    - 16 line items
    - Per Line Item Narrative:
      - Three line items (0.20% sulfur)
- **Specification: ASTM D 396**



# Fuel Ethanol



Defense Energy Support Center

**Page  
158**

- **Clause: C16.14**
  - **E85 (9130-01-470-2024)**
    - 1 line item (Vandenberg AFB, CA -- 1 million gallons)
- **Specification: ASTM D 5798**
  - Blending ratio adjusts seasonally for weather



# B20 Biodiesel



**Page 159**

- **Clause: C16.27**
  - **BDI (9140-01-470-4520)**
    - **31 Line Items**
- **Specification Development Continues**
  - **ASTM Draft Specification**
  - **Newly Published Federal Specification**



# B20 Biodiesel (Cont'd)



- **Low Temperature Performance:**
  - Product cloud point shall be at or below the tenth percentile minimum ambient air temperature as specified in the ASTM D975 diesel fuel specification, appendix X4 for the time and place of delivery, OR
  - Product CFPP shall be at least ten degrees lower than the tenth percentile minimum ambient air temperatures predicted in ASTM D 975, appendix X4 for the time & place of delivery
- Cold temperature additives have been developed to work specifically with Biodiesel and are approved for use in admin vehicles



# B20 Biodiesel (Cont'd)



## Blending procedures used for B20

- Splash Blending in receipt tank is NOT permitted
- Truck Manifold blending is NOT permitted



# B20 Biodiesel (Cont'd)



- The supplier of the B100 must be EPA registered. If the vendor is not the supplier of B100, then he must have the registration of the supplier and a cover letter acknowledging that he is the vendor's current supplier



# Aviation Gasoline



**Page 159**

- **Clause: C16.15**
  - **Grade 100LL (1 line item – San Diego, CA)**
  - **LL – contains lower lead**
  - **Used mainly in small planes and light helicopters**
  - **Some military and civilian transports powered by large piston engines**
- **Specification: ASTM D 910**



# Inspection



**Page 179**

- **Clause: E37**
  - Contract Supplier required to provide on-spec product
  - Contractor may be required to restrict source if delivered product is off-spec
  - Government may inspect this source



# DESC Expectations



**Pages 160 + 161**

- **Product conforming to requirements of:**
  - Law
  - Line Item Narrative
  - Specification Clause (C16.69 & C16.69-7)
  - Specification
- **Typical Line Item Specification Modifications**
  - Adjusted Sulfur Limits (fuel oil)
  - Adjusted Low Temperature Flow Limits (diesel)
  - Corrosion Inhibitor/Lubricity Improver Additive Requirement (diesel)



# DESC-BP Points of Contact



- **David Pamplin**
  - Phone (703) 767-9654
  - E-mail [david.pamplin@dla.mil](mailto:david.pamplin@dla.mil)
- **Patricia (Pat) Bonner**
  - Phone (703) 767-8354
  - E-mail [patricia.bonner@dla.mil](mailto:patricia.bonner@dla.mil)
- **Patricia Wilkins**
  - Phone (703) 767-8360
  - E-mail [patricia.wilkins@dla.mil](mailto:patricia.wilkins@dla.mil)



# To Get ASTM Standards



- Contact “American Society for Testing and Materials”

100 BARR HARBOR DRIVE  
WEST CONSHOHOCKEN, PA 19428-2959  
Phone: (610) 832-9500  
Fax: (610) 832-9555  
Internet: [www.astm.org](http://www.astm.org)



# To Get API Standards



- Contact “American Petroleum Institute”  
11 W 42<sup>ND</sup> ST  
NEW YORK, NY 10036  
Phone: (212) 642-4900  
Fax: (212) 302-1286  
Internet: [web.ansi.org](http://web.ansi.org)



# To Get Government Standards



- Contact “Department of Defense Single Stock Point” (DODSSP)

700 ROBBINS AVENUE BLDG 4/D

PHILADELPHIA, PA 19111-5094

Phone: (215) 697-2179

Fax: (215) 697-1462

Internet: [www.dodssp.daps.mil](http://www.dodssp.daps.mil)



# To Get Government Standards



- Acquisition Streamlining and Standardization Information System – (ASSIST)
  - Internet: <http://assist.daps.dla.mil/quicksearch/>

**Example: CID A-A-52557A**

**Document ID: Beginning of document**

**Document Number: 52557**

**Title: Keyword search (diesel fuel)**



# CPARS & BVEP



## Contractor Performance Assessment Reports System

&

## Best Value Evaluation Plan

**Leigh  
Gillette**

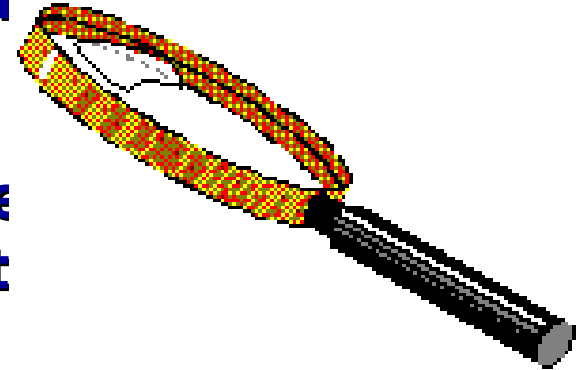


# CPARS



## Contractor Performance Assessment Report System

- 1. Feb 1, 1998, DoD collection of past performance information took effect.**
- 2. DoD's goal is to create a consistent management approach to collect past performance information.**
- 3. CPARS is required for contracts in excess of \$100,000. Annual and end of Contract assessment is required.**



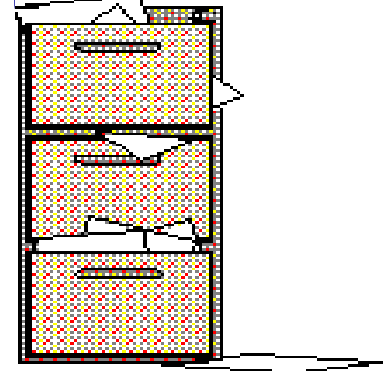


## CPARS (cont)



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- 4. A CPAR assesses a contractor's performance and provides a record, both positive and negative, on a given contract for a specific period of time**
- 5. CPARS information is collected from the official contract files and the DESC customers.**
- 6. DESC issues a performance survey to DESC customers about 30 days before the required evaluation due date.**





## **CPARS (cont)**



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- 7. After completion of the survey and assessment of the rating, the Contracting Officer releases the CPAR to the Contractor electronically. The Contractor has 30 days to concur, comment and/or non-concur with the assessment.**
- 8. The contractor is rated on Quality of Product or Service; Schedule; and Business Relations.**
- 9. The rating system is Exceptional; Very Good; Satisfactory; Marginal or Unsatisfactory. Full compliance with the terms and conditions of the contract will constitute a satisfactory rating.**

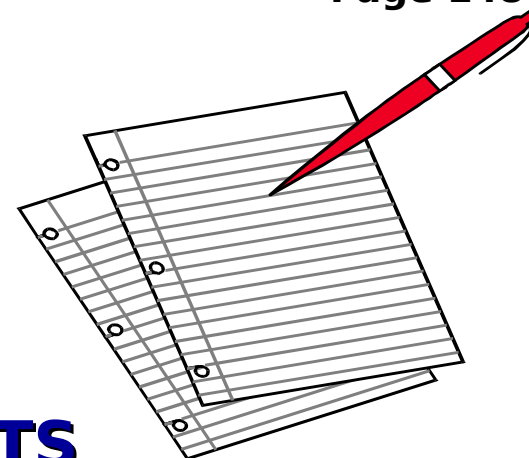


# Best Value / Past Performance Evaluation Plan



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Page 148



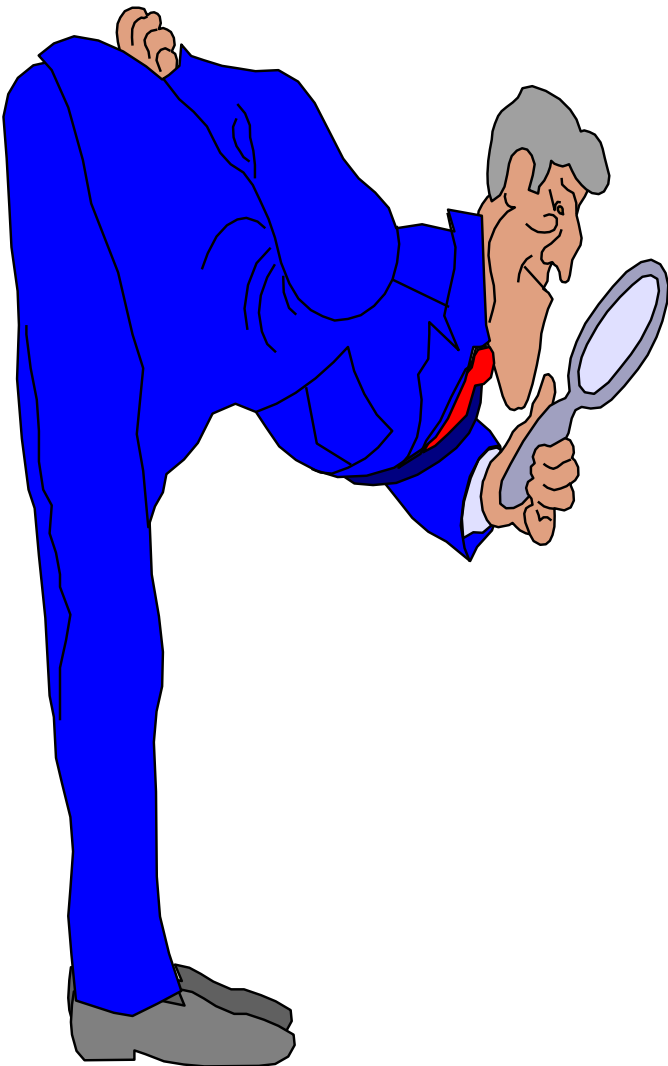
- **PRICE**
- **PAST PERFORMANCE**
  - **QUALITY OF PRODUCT & SERVICE**
  - **SCHEDULE**
  - **BUSINESS RELATIONS**
- **SOCIOECONOMIC COMMITMENTS**
  - **COMMITMENT TO SMALL BUSINESS, HUBZONE BUSINESS, SDB, ETC..**
- **REFERENCE: CLAUSE M72.02 (EVALUATION FACTORS FOR BEST OVERALL VALUE)**



# Best Value / Past Performance Evaluation Plan (cont)



**Page 148**



- ◆ Requires the Government to evaluate past performance of potential contractors when evaluating offers
- ◆ Activities will be surveyed to ascertain satisfaction with services received
- ◆ Potential Contractors will be interviewed by Contract Specialists
- ◆ Information gathered will be used to assign a numeric rating to each offeror for evaluation



**OSP**



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# **Offeror Submission Package**

# **Leigh Gillette**



# What Makes A Complete Proposal Package?

**Leigh  
Gillette**



COMPLETED  
OFFEROR SUBMISSION PACKAGE



COMPLETED  
PRICE DATA SHEETS



ACKNOWLEDGMENT OF AMENDMENTS



SUBCONTRACTING PLANS -  
*Applicable to LARGE Businesses*



CONTRACTOR PERFORMANCE  
SHEETS, AND  
SOCIOECONOMIC COMMITMENT



# Problem Areas



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- **Clauses and Provisions that require fill-ins must be completed by solicitation close, or before award can be made (EXCEPTION NOT THE RULE)**
- **Some common omissions and errors are as follows:**
  - **SF 1449 -**
    - **Complete Box 12 - Discount Terms**
    - **Complete Box 17a - Fill in completely**
    - **Sign and Date**
  - **Do not offer “differentials/margins”**





# Offeror Submission Package Clauses



## OSP Contains ONLY Fill-in Clauses and Provisions

- **C16.69** Page 2. Complete part (f)(4) if you plan to use fuel containing used oil. (N/A if not)
- **F3** Page 7. (1) "Free Time" is one hour plus \_\_\_\_ hours.  
(2) "per hour" rate (applicable only to TT/TTR's EXCLUDES multiple drop deliveries)
- **F16**
- **G9.06** Page 7. Barge Free Time and Demurrage Rate
- **G9.07** Page 8. Remittance Mailing Address
- **I240.01** Page 9. Electronic Funds Transfer Data  
Page 10. Do you waive the "Price Evaluation Adjustment" for SDBs?



# Offeror Submission Package Provisions



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- **K1.01-7** • Page 12. **SDB PEA offers only.**
- **K1.01-10** • Page 12. **Offeror Representations and Certifications**
  - (b) Page 13. **TIN information - Parent(?) Information**
  - (c) Page 14. **Business Type**
    - (1) Page 14. **Small Business**
    - (2) Page 14. **Veteran Owned**
    - (3) Page 14. **Service-Disabled Veteran**
    - (4) Page 14. **Small Disadvantaged Business**
    - (5) Page 14. **Women Owned**
    - (6) Page 14. **Women Owned other than Small Business**
    - (8) Page 15. **Emerging Small Business**
    - (9) Page 15. **SBA Certified as SDB**
    - (10) Page 16. **HUBZone**
    - (11) Page 17. **SDB Category**



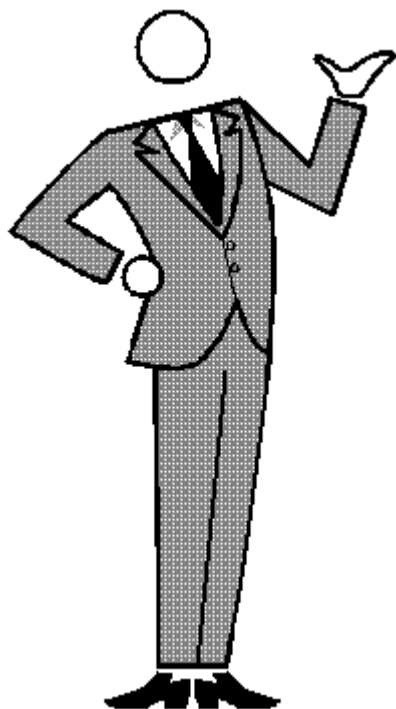


# Offeror Submission Package Provisions



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## • **K1.01-10 Offeror Representations and Certifications (Cont.)**



### **(d) Compliance with Executive Order 11246.**

#### **WHO - WHAT - WHY**

**(1) Page 17. Previous Contracts and Compliance with EEO**

**(2) Page 17. Affirmative Action Compliance**

**(f) Page 18. Trade Agreements**

**(g) Page 18. Buy American Act - Free Trade Agreements**

**(h) Pages 18-19. Debarment, Suspension or Ineligibility**

**(i) Page 19. Knowledge of Child Labor**



# Offeror Submission Package Provisions



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- **K2.01** Page 20. **Small Disadvantaged Business**
- **K33.01** Page 20. **Authorized Negotiators**
- **K85** Page 21. **Disclosure or Ownership or Control by the Government of a Terrorist Country.**
- **L2.01-1** Page 21. **Proposal Preparation Instructions and Past Performance Submission**  
(c) **Socioeconomic Plan Submission**
- **L117** Page 22. **Notification of Transportation Company to be Utilized in the Delivery of Product.**





# Offeror Submission Package Attachments



- **Price Data Sheet (Attachment "A")**  
for FOD Destination Items Only
- **Price Data Sheet (Attachment "B")**  
for Price Evaluation Adjustment (PEA)

- ***Price Data Sheets:***  
***Offer in actual dollars per gallon!***

- **Contractor Performance Data Sheet**  
**(Attachment "C")**





# Price Data Sheet for FOD Destination Items Only



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<b>COMPANY NAME:</b>		<b>BASE REFERENCE DATE:</b>
<b>BIDDER CODE:</b>	<b>CAGE CODE:</b>	<b>DISCOUNT PERCENTAGE:</b> ____ % PER ____ DAYS

**\*\*\*\* REPRODUCE THIS PAGE FOR OFFER SUBMISSION \*\*\*\***

<b>A. ITEM NUMBER</b>	<b>B. DELIVERY LOCATION OF ITEM (CITY AND STATE)</b>	<b>C. OFFER PRICE (\$ PER GALLON)</b>	<b>D. STATE/LOCAL TAXES AND FEES "\$ PRICE PER GALLON INCLUDED IN OFFER PRICE" (LIST EACH SEPARATELY) (DESCRIPTION) (\$ PRICE PER GL)</b>



# Price Data Sheet

## for Price Evaluation Adjustment (PEA)



<b>COMPANY NAME:</b>		<b>BASE REFERENCE DATE:</b>
<b>BIDDER CODE:</b>	<b>CAGE CODE:</b>	<b>DISCOUNT PERCENTAGE:</b> % PER _____ DAYS

\*\*\*\* PLEASE INITIAL ALL CORRECTIONS, ERASURES, AND WHITE-OUTS. \*\*\*\*

### STATE/LOCAL TAXES

ITEM NO.	OFFER PRICE (\$ PER GAL)	AND FEES "\$ PRICE PER GAL INCLUDED IN OFFER PRICE" (LIST EACH SEPARATELY) (TAX/FEE) (\$ PRICE PER GL)	NAME AND ADDRESS OF THE SMALL MANUFACTURER/ REFINERY	POINT OF CONTACT AND PHONE NUMBER	NAME AND ADDRESS OF THE FILLING POINT (If different from refinery)



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Miscalculation  
of price factors

Offered on  
wrong item or  
wrong product

Transposed  
numbers in  
offer price

Used the wrong  
base reference  
price / date

## MISTAKE IN OFFER

Forgot to include  
freight  
or used the wrong  
freight factor

Failure to  
Acknowledge  
Amendments

How did I make a  
mistake in my Offer



Keep an itemized breakdown  
of costs for each item



# Useful Information



- **Facsimile offers may be submitted for RFP (L2.11-3)**
- **HELPFUL WEB ADDRESSES**
  - ✓ **<http://www.sba.gov> (for small business issues)**
  - ✓ **<http://ccr.gov> (for CCR)**
  - ✓ **<http://www.desc.dla.mil> (for programs, assistance, and links)**
  - ✓ **<http://farsite.hill.af.mil> (for FAR cites, etc.)**
  - ✓ **<http://www.arnet.gov/> (for Acquisition Reform issues)**
  - ✓ **<http://www.nacha.org/> (for EFT info)**



# PORTS



Defense Energy Support Center

# Ted Jones



# Late Offers & Site Visits



# Kathryn Riso



# Late Offers - L2.05-5



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- ② Offerors are responsible for submitting offers so as to reach the Government Office designated in the solicitation by the time specified in the solicitation.
- ② Offers received after the exact specified time are “late” and will not be considered unless there is acceptable evidence to establish that it was received prior to closing time.
- ② Offer may be accepted if it is the only proposal received for that item.
- ② Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.
- ② Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.





# Site Visits - L54



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- **Offerors are encouraged to conduct site visits to inspect the site where supplies are to be furnished under this solicitation.**
- **Such visits are done so at the expense of the offeror.**
- **In no event shall failure to properly conduct a site visit constitute grounds for a claim award.**

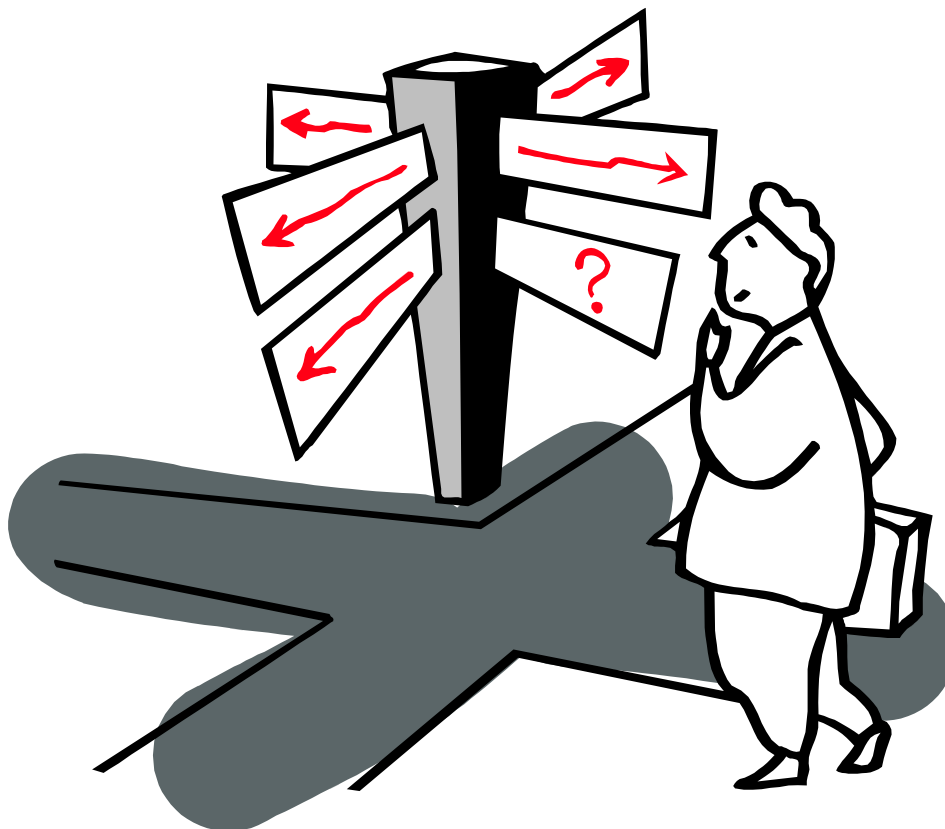




# Questions?



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**THANK YOU FOR ATTENDING**



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**We're looking forward to doing business with you.**

